

C-O-N-F-I-D-E-N-T-I-A-L

3 June 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-1-4

SUBJECT : Delegation of Authority to Approve Personnel Actions

RESCISSION: OPM 20-49-1 dated 16 October 1963

1. The following officials of the Office of Personnel are delegated authority to approve personnel actions, as indicated, for employees GS-1 through GS-15 subject to authentication by the Director of Personnel:

a. Office of the Director of Personnel

(1) Deputy Director of Personnel

(2) Executive Officer, Office of Personnel

(3) Assistant Executive Officer, Office of Personnel

Appointments, promotions, reassignments, personal rank assignments, change of service designation, and miscellaneous status changes including leave without pay when such leave is less than one year. This authority does not extend to promotions concerning members of the immediate office of the Director of Personnel.

(4) Career Management Officer, Personnel Career Service

Promotions to GS-7 and below, reassignments, personal rank assignments, change of service designation, and miscellaneous status changes for employees of the Office of Personnel and Personnel Career Service. This authority does not include LWOP actions, nor does it extend to promotions concerning the members of the immediate office of the Director of Personnel.

(5) Chief, Special Activities Staff

(a) Involuntary separation.

(b) Resignation in lieu of involuntary separation.

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Group 1
Excluded from Automatic
Declassification

- (c) Change to lower grade.
- (d) Suspension.
- (e) Conversion to career employee status.

b. Deputy Director of Personnel for Recruitment and Placement

(1) Chief, Placement Division

- (a) Initial appointment of staff or reserve employees to the Agency.
- (b) Appointments, promotions, reassignments, personal rank assignments, change of service designation, and miscellaneous status changes including leave without pay when such leave is less than one year. This does not include authority to approve actions concerning members of the Personnel Career Service or the Office of Personnel.
- (c) Appointment actions--conversion from staff agent to staff employee.

(2) Chief, Recruitment Division

(a) Chief, Clerical Staffing Branch

Initial appointment and reassignments from the
[redacted] of staff or reserve
clerical employees.

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c. Deputy Director of Personnel for Special Programs

(1) Chief, Contract Personnel Division

- (a) Initial appointment of staff agents.
- (b) Reassignments, promotions, change of service designation and miscellaneous status changes affecting staff agents.
- (c) Change of service designation when employee is a staff agent.

- (d) Resignation of staff agents.
- (e) Staff agent death actions.
- (2) Chief, Benefits and Services Division
 - (a) Resignation and retirement actions on all staff employees except those actions approved by Chief, Special Activities Staff.
 - (b) Death actions except those affecting deceased staff agents.
- d. Deputy Director of Personnel for Plans and Control
 - (1) Chief, Control Division
 - (a) Chief, Transactions and Records Branch
 - (1) Actions concerned with FAN account number changes and transfer of funds in the same office or division.
 - (2) Reassignments within office or division not involving changes in occupational series, service designation, position title or grade.
 - (3) Routine actions.

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2. The above named officials are authorized to redelegate to their subordinates such approval authority as they deem appropriate.

3. The authority to approve any supergrade, scientific pay schedule, or executive pay scale action is reserved to the Director of Personnel or the Acting Director of Personnel.

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Robert S. Wattles
Director of Personnel

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